



**BEDFORD**  
BOROUGH COUNCIL

## **Mainstream Post 16 Transport – Terms & Conditions**

### **Transport Fees**

Transport awarded under the Mainstream 'Post Statutory School Age' Transport Policy is chargeable. The full annual fee for the 2025/26 academic year is £1083

Once an application has been assessed, we will send a letter or email to advise if the application is approved and how much transport will cost. An application can be assessed for a reduced annual fee of £229, if parent(s)/carer(s) or the applicant receive any of the following:

1. Income Support.
2. Income Based Jobseekers Allowance.
3. Support from the National Asylum Support Service.
4. Guaranteed Element of State Pension Credit.
5. Child Tax Credit (provided that you are not entitled to Working Tax Credit and annual income does not exceed £16,190).
6. Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
7. Maximum rate of Working Tax Credit.

If parent(s)/carer(s) or the applicant are in receipt of any of the benefits numbered 1 to 6 above, the relevant section on the application form must be completed to enable us to check eligibility for the reduction in the fee.

Parent(s)/carer(s) or applicants in receipt of benefit number '7 - the maximum rate of working tax credit', must also send us all pages of the latest award letter for the 2025/26 financial year with the application.

### **Things to note**

- Bedford Borough Council does not guarantee that this scheme is the cheapest method of transport and applicants are advised to make their own investigations prior to applying for transport.
- If the applicant moves house or ceases to be a full time student, it must report this in writing to us immediately.
- Transport will only be provided at the beginning and end of the standard school day; specific timetables or exam timetables will not be accommodated.
- If an application is approved, we may require a passport sized photograph (Jpeg, Bitmap, GIF). Photographs can be sent with the initial application or they can be posted or emailed when you receive your approval letter.

## **‘Opting in’ for Post 16 transport**

When an application is approved, parents(s)/carer(s) or applicants must ‘opt in’ before transport arrangements will be made.

The transport approval letter will advise applicants how to email or telephone our Mainstream School Transport Team to accept the offer transport.

Applicants will also receive information on making payments and Direct Debits

## **Payments**

- Do not send any payment with your application form.
- If the application is approved, we will write to advise the cost and payment information.
- Applicants will be sent an invoice for the full annual fee for the academic year and payment options will be detailed on the invoice.
- Applicants can make the full payment or contact the Debtors Team to request a monthly payment plan
- A Direct Debit (DD) can be set up. A hard copy DD, signed by the person responsible for paying, will be needed. This will be sent to you if the application is approved.
- The annual fee will usually be calculated in 10 equal monthly instalments October – July inclusive.
- If starting transport at any time after the start of the academic year, the fee will be calculated over the remaining months to July.
- If there are queries relating to the invoice or customer’s account, the Debtors Team can be contacted on 01234 718071

## **Cancelling transport**

If transport is no longer needed, applicants must formally cancel the arrangements in writing or applicants will remain liable for costs.

Cancellation notices must be sent by email to [mainstream.transport@bedford.gov.uk](mailto:mainstream.transport@bedford.gov.uk)

**IMPORTANT NOTICE:** Please be advised, where a bus pass has been issued, applicants remain liable for transport costs until the bus pass has also been returned.

Please do not cancel payment arrangements until we have confirmed that the customer account is up to date.

If you are unsure of how much remains on the account, please contact the Debtors Team to enquire on 01234 718071. Where applicable, a pro-rata credit or refund (by

the month) will be provided.

### **Payment defaults**

Should the applicant default on a payment, Bedford Borough Council reserves the right to immediately withdraw any Transport Provision.

Bedford Borough Council will take legal steps to recover any monies owed to it, due to unpaid fees.

If parent(s)/carer(s) or applicants are having difficulties making payments, please contact the Debtors Team as soon as possible. The Debtors Team on (01234) 718071, they can discuss options to implement a payment plan to help better manage outstanding payments.